

**Honor Guard Train the Trainer Certification Process: A course for Soldiers to become certified trainers in the Military Funeral Honors (MFH) Program**

<b>No.</b>	<b>Activity/Decision Point Name</b>	<b>Description</b>	<b>Regulations and Supporting Resources</b>	<b>Documents and Forms</b>	<b>Systems</b>	<b>Notes</b>
1	Identify upcoming training classes	Professional Education Center (PEC) develops a spreadsheet to identify the 10 ARNG Honor Guard Training Courses for the upcoming year. The spreadsheet is uploaded on the Army Knowledge Online (AKO) Honor Guard shared site. A notification email is sent to the Regional Coordinators stating the spreadsheet has been posted online 50-60 days before 01OCT. Training classes are at the Human Resource and Readiness Training Center (HRRTC) school house at PEC.				
2	Receive the schedule of upcoming training classes	Regional Coordinator receives the schedule of the upcoming training classes for the year from PEC. Regional Coordinator communicates training schedule and request a list of eligible Soldiers to attend from each State.				The seven regions attend in numeric sequence and two regions attend one course. Each attending region is given eight slots per course, seven primary Soldiers and one alternate Soldier.

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3	Solicit eligible Soldiers	State Coordinator identifies eligible Soldiers and decides who will attend the classes based on the following criteria: - Pass Army Physical Fitness Test (APFT) - Must be part of the honor guard program for four to six months - NCO Soldiers or higher - Have two letters of recommendation (One from Company Commander/Unit Chain of Command and one from the first line supervisor) - Accumulate 40 hours Program of Instruction (POI) for Honor Guard within their State - Distance Learning Course provided on the Professional Education Center (PEC) website	ARNG Honor Guard Administrative SOP			
4	Submit list of future attendees	State Coordinator emails the list of future attendees to the Regional Coordinator at least 50 days before the start of the program.				
5	Receive and submit list of future attendees	Regional Coordinator receives the list of future attendees from the State Coordinator. The Regional Coordinator emails the list of future attendees to PEC at least 45 days prior to the event.				
6	Receive list of future attendees	Training NCOIC (Non Commissioned Officer In Charge) receives the list of future attendees from the Regional Coordinator.				
7	Input attendees information (ATRRS)	Training NCOIC enters attendees information into Army Training Requirement System (ATRRS) 45 days prior to the start of the training course.			ATRRS	ARNG receives a list of attendees for awareness.

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8	Cut orders	State Coordinator cuts and sends State and/or travel orders via email for new mission to Soldier.				Joint Force Headquarters (JFHQ) cuts orders for State Military Funeral Honors missions using the 20-60 budget. ADOS and M-Day Soldiers use 1N to fund their travel orders.
9	Receive orders	Soldier receive their State and/or travel orders via email from the State Coordinator.				
10	Arrange Travel (DTS)	State Coordinator or designated personnel makes travel arrangements with Defense Travel System (DTS).			DTS	
11	Download Soldier's packing list	State Coordinator or designated personnel downloads Soldier's packing list from Honor Guard shared site.				
12	Send Soldier's packing list	State Coordinator or assigned personnel sends a packing list via email to all Soldiers attending the training 30 days prior to the start of the training.				
13	Receive packing list	Soldier receives a packing list from their State Coordinator entailing what paperwork is needed for the training (i.e. APFT card, height/weight card, copies of two recommendation letter) and what is required for their stay at PEC.				
14	Perform pre-combat inspection (PCI)	State Coordinator or designated personnel performs a PCI for the Soldier. This ensure the Soldier has all required documents and equipment. The location of this inspection varies from State to State.				
15	Arrive to appropriate training location	Soldier arrives to PEC which is located in North Little Rock, AR. The Soldier arrives on Sunday night and reports for first formation by 0530 on Monday.				

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16	Complete training classes	Soldier completes all training courses. Training includes the following: eligibility requirements, setting up the squad/drill team, graveside services for casketed and cremated remains, firing of the volley, bugler or proper use of the ceremonial bugle, folding and presenting the flag, and defensive drivers training course. The course is 12 days and classified as 80 hours. At the end of the training classes, all Soldier's are required to pass four tests in order to receive the certification. The four tests can be taken in any order.	ARNG Honor Guard Administrative SOP			
17	Pass the written test?	Soldier takes the written test. Soldier is required to receive a score of 90 or higher to pass this test. The test is open book and 60 minutes long. If the Soldier receives a passing grade, the Soldier can receive certification upon passing other tests. If not, the Soldier is required to retake the entire training course to receive certification.				The written test is always taken first, the following three test can occur in any order.
18	Pass the Casket Team Leader test?	Soldier takes the Casket Team Leader test. Soldier is required to receive a score of 91 or higher to pass this test. If the Soldier scores an 80 or below, the Soldier is required to retake the entire training course to receive certification.				

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19	Develop DVD at home and send in for review	If the Soldier receives a score between 81-90 on the Casket Team Leader test, the Soldier is required to develop a DVD at home showing the test within six months of leaving PEC. The guidelines to the DVD are verbally explained to the Soldier. Soldier can receive assistance from State training aids. Once the DVD is complete, the Soldier sends the DVD to the State Coordinator who sends it to PEC.				
20	Receive and review DVD	PEC receives, reviews, and grades the DVD from the Soldier or State Coordinator giving the Soldier a grade.				
21	Pass review?	If the DVD receives a score of 91 or above, the Soldier can receive the certification upon passing other tests. If not, the Soldier is required to retake the entire training course to receive certification.				
22	Pass the Firing Party Commander Sequence test?	Soldier takes the Firing Party Commander Sequence test. Soldier is required to receive a score of 91 or higher to pass this test. If the Soldier scores an 80 or below, the Soldier is required to retake the entire training course.				If the Soldier fails the Casket Team Leader test and Firing Party Commander Sequence test, the Soldier can send one DVD to PEC showing both tests.

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23	Develop DVD at home and send in for review	If the Soldier receives a score between 81-90 on the Firing Party Commander Sequence test, the Soldier is required to develop a DVD at home showing the test within six months of leaving PEC. The guidelines to the DVD are verbally explained to the Soldier. Soldier can receive assistance from State training aids. Once the DVD is complete, the Soldier sends the DVD to the State Coordinator who sends it to PEC.				
24	Receive and review DVD	PEC receives, reviews, and grades the DVD from the Soldier or State Coordinator giving the Soldier a grade.				
25	Pass review?	If the DVD receives a score of 91 or above, the Soldier can receive the certification upon passing other tests. If not, the Soldier is required to retake the entire training course to receive certification.				
26	Pass the Uniform Inspection test?	Soldier takes the Uniform Inspection test. Soldier is required to receive a score of 90 or higher to pass this test.	AR 670-1			
27	Retake test	If the Soldier does not pass the Uniform Inspection test the first time, the Soldier will retake the test within 30 minutes.				
28	Pass the Uniform Inspection test?	If the Soldier passes the Uniform Inspection test the second time, the Soldier can receive the certification upon passing other tests. If not, the Soldier is required to retake the entire training course to receive certification.	AR 670-1			

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29	Receive certification	The Soldier receives a certification only after completing all training courses and passing all four tests. Once the Soldier receives the certification at PEC, the Soldier is qualified to teach 40 POI hours of Military Funeral Honors within each State. States internally track who has received the certification. Training NCOIC internally tracks the Soldiers who passed and failed the course.				At the completion of the course, the training NCOIC emails the State Coordinator stating who passed the course and who failed which part of the course. The email is then sent to Regional Coordinator and ARNG.
30	Complete DD Form 1351-2	Soldier completes DD Form 1351-2 (Travel Voucher or Subvoucher).		DD Form 1351-2		
31	Receive DD Form 1351-2	State Coordinator receives DD Form 1351-2 (Travel Voucher or Subvoucher) from the Soldier to process it.		DD Form 1351-2		